



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

May 2, 2019

Closing Date: May 8, 2019

(Position will close from date of listing or until filled.

Application review will begin on May 9, 2019).

Title: ADMINISTRATIVE ANALYST

Position Number: 2208-2880

Grade: GS06

Learning Services

DUTIES:

This position will work under general supervision and be responsible for performing general office duties. Responsible for examining and verifying documents. Ability to establish and maintain files and departmental records, updating and purging as needed. Reviews and answers or prepares correspondence relating to agency programs. Oversees unit purchasing; provides administrative support; provides information, assistance, and clarifications to general public regarding various department areas, concerning agency programs, policies, and procedures. Assists supervisor by maintaining leave records and appointment calendar. Responsible for coordinating office activities, researching and preparing special reports. Answers telephone and routes to appropriate department. Performs other duties as assigned.

PREFERRED QUALIFICATIONS:

Knowledge of financial and administrative practices and programs. Ability to operate standard office equipment. Knowledge of state personnel and purchasing guidelines. Knowledge of computer systems and applications. Ability to plan, organize, and prioritize work of multiple departments. Ability to adapt to constantly shifting priorities in managing a wide-range of projects. Ability to demonstrate excellent interpersonal skills. Ability to provide administrative support to a diverse functional area. Ability to communicate both orally and in writing.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be complete. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in public administration, general business, or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at www.arkansased.gov or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.